

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Consumer Affairs, Food & Civil Supplies Department - Office Procedure - Right to Information Act 2005(Central Act No.22 of 2005) - Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005- Orders - Issued.

CONSUMER AFFAIRS FOOD & CIVIL SUPPLIES (CS.I) DEPARTMENT

G.O.Rt.No.12

Dated:08.02.2024
Read:

Circular Memo No.30742/RTIA/GPM&AR/2013, dt:30.09.2013

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ORDER:-

Whereas Section 4(1)(b) of the Right to Information Act 2005(Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the information on 17 items referred to therein in the said section.

2. In compliance to the above statutory obligation and also as per the instructions issued in the reference read above, the Government hereby publish the information in respect of Consumer Affairs, Food& Civil Supplies Department, as noted in the Annexures to this order.

3. Copy of this order is available on Internet and can be accessed at address <https://apegazette.cgg.gov.in>

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

H. ARUN KUMAR
EX-OFFICIO SECRETARY TO GOVERNMENT

To

The P.S. to Ex-Officio Secretary to Government, CAF&CS Department.

All Officers in the CAF&CS Department.

Copy to:

All the Heads of the Department under the Control of CAF&CS Department

The Hon'ble Chief Information Commissioner,

A.P. Information Commission, Mangalagiri.

The General Administration(GPM&AR) Department,

The P.S to Hon'ble Minister, CAF&CS Department,

The Commissioner, Printing and Stationery, A.P. Vijayawada with a request to publish the G.O. in AP Gazette.

SF/SC.

//FORWARDED::BY::ORDER//


SECTION OFFICER

(Annexure to G.O.Rt.No.12, Consumer Affairs, Food & Civil Supplies(CS-I)
Department dt:08.02.2024)



INFORMATION MANUAL

**(PUBLISHED IN TERMS OF SECTIONS 4(1)(b) OF RTI. ACT,
2005)**

(As on 31.01.2024)

**CONSUMER AFFAIRS, FOOD & CIVIL SUPPLIES
DEPARTMENT**

GOVERNMENT OF ANDHRA PRADESH

**CONSUMER AFFAIRS, FOOD & CIVIL SUPPLIES DEPARTMENT
INFORMATION HAND BOOK (AS ON 31.01.2024)**

Sl.No.	Item
Chapter - 1	Introduction
Chapter - 2	Particulars of Organization, Functions & Duties
Chapter - 3	Powers & Duties of the Officers & the employees
Chapter - 4	Procedure followed in decision making process
Chapter - 5	Norms set for the Discharge of Functions
Chapter - 6	Rules, Regulations, instructions, Manual & Records for discharging functions
Chapter - 7	Categories of Documents held by the Public Authority under its Control
Chapter - 8	Arrangement for consultation with or representation by the members of public in relation to formulation of policy or implementation thereof
Chapter - 9	Boards, Councils, Committees & other bodies constituted as part of public authority
Chapter -10	Directory of Officers & Employees
Chapter -11	Monthly remuneration received by Officers & Employees
Chapter -12	Budget allocation & proposed expenditure & Disbursement particulars
Chapter -13	Manner of execution of subsidy programmes
Chapter -14	Information available in electronic form
Chapter -15	Particulars of facilities available to citizens for obtaining information
Chapter -16	OTHER INFORMATION
Chapter -17	Allocation of subjects to the Sections of the Department.

CHAPTER-1

INTRODUCTION

Organization:

The Consumer Affairs, Food & Civil Supplies Department is a unit in the Andhra Pradesh Secretariat Organization in the Andhra Pradesh Government. The Consumer Affairs, Food & Civil Supplies Department is headed by Ex-Officio Secretary to Government. The Department oversees/supervises the functions relating to the matters of Consumer Affairs, Food and Civil Supplies matters in the State of Andhra Pradesh. The organogram of the Department is shown in the Annexure.

Objective:

Consumer Affairs, Food & Civil Supplies Department is an integral part of Government of Andhra Pradesh and administers matter pertaining to Consumer Affairs, Food & Civil Supplies etc., within the jurisdiction of State of Andhra Pradesh. The Key of Objective behind publication of this information manual is to enable the public to understand the role played by the Department in the General Administration of Government of Andhra Pradesh. As prescribed under section 4(1)(b) of the Act, the Consumer Affairs, Food & Civil Supplies Department being the public authority, hereby publishes the prescribed information relating to constitution, functioning of the department. The matter contained in this manual is meant for information of general public. Apart from these, the citizens are entitled under the Act, to obtain information required from the Department. Procedure for obtaining information from the Department prescribed in the following paragraphs.

Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4 (1) (b) of the RTI Act, 2005 the Manual information handbook is prepared for the use of public.

Intended users of the information handbook:

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

Organization of Information:

If any person is desirous of obtaining any other information, he shall make an information request to the PIO. The applicant is required to comply with the following conditions:

The applicant shall be a citizen of India

- As proof of citizenship, any one of the following
- Documents may be attached to the information request.
 - ❖ Ration Card
 - ❖ PAN card
 - ❖ Driving license
 - ❖ Electricity bill/Telephone Bill/House Tax Bill/Property Tax Bill
 - ❖ Passport document
- The information request shall be made in writing
- The request can also be addressed in electronic format to PIO at the email address mentioned. The information request can be in one of the following three languages
 - ❖ Telugu
 - ❖ Hindi
 - ❖ English
- Applicant shall pay the prescribed fee (which will notified shortly)
- Applicants belonging to Below Poverty Line (BPL) category need not pay the fee. For claiming from payment of fee under BPL category, the applicant shall attach one of the following documents as proof his belonging to BPL category-Ration card. The request for information will be generally processed within the time period mentioned under the Act.

The Rules, Instructions, Documents, Manuals, Acts & Policies of the this Department referred at different instances are available in the office of the Revenue Department and some of them are also available.

More information can be had from the concerned wing Officers or the State Public Information Officer/Asst. Public Information Officer of the Department at free of cost or by paying the prescribed fee if any.

CHAPTER 2
Organization, functions and duties:
[Section 4(1)(b)(i)]

Sl. No	Name of the Organization	Address	Functions	Duties
1	Consumer Affairs, Food & Civil Supplies Department	5 th Building Ist floor A.P.Secretariat Velagapudi- 522238.	The business transacted by the Department is as specified in the 1 st Schedule under rule 4 and Second Schedule under rule 5 of A.P. Business Rules and Secretariat Instructions notified in exercise of the powers conferred by clause 2 & 3 of Article 166 of the constitution of India by the Governor of A.P.	Duties as Specified in Secretariat Office Manual and A.P. Business Rules and Secretariat Instructions.

Chapter-3
Powers and Duties of Officers and Employees
(Section 4(1)(b)(ii))

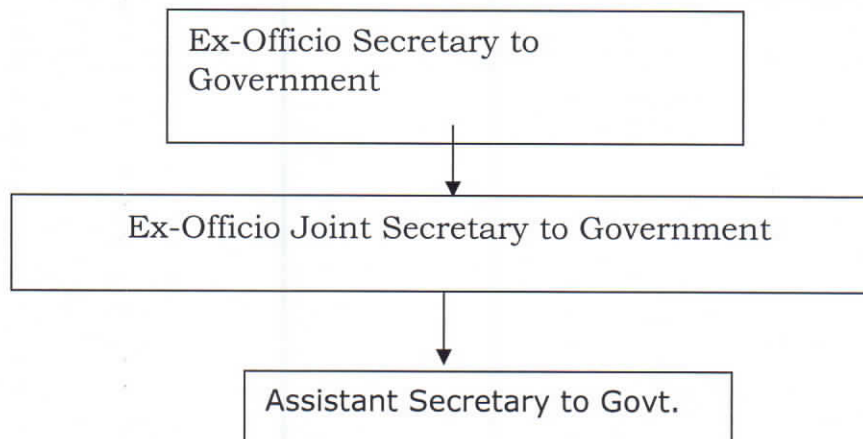
3.1 Please provide details of the powers and duties of Officers and Employees of the authority by designation as follows:-

Sl. No.	Name of the Officer/employee	Designation	Subjects	Duties allotted	Powers
1	2	3		4	5
1.	Sri H. Arun Kumar, I.A.S.	EX-Officio Secretary to Govt.	1. Civil Supplies-I 2. Civil Supplies-II	She/He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. She/He exercises the power of general supervision and control over the staff under her/him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is her/his duty to take efficient steps for the prompt dispatch of business in the department in Agriculture, Co-Operation & Agricultural Marketing Wings.	As envisaged in Business Rules and Secretariat Office Manual.
2.	Smt. Vijaya Suneetha Mannella, I.A.S.	Ex-Officio Joint Secretary to Govt.	1. Civil Supplies-I 2. Civil Supplies-II		
3.	Sri P. Gangadharam	Assistant Secretary to Government (I/c)	1. Civil Supplies-I 2. Civil Supplies-II	The Assistant Secretary exercise control over the Sections placed in his/her charge with regard to dispatch of business and in regard to discipline.	
4.		Section Officers		The Section Officer is In-charge of a Section in the Department. Two Assistant Section Officers assist him/her. He/She is responsible for all files relating to the subjects allotted to the Assistant	

				Section Officers under him/her. He/She is directly responsible to the Officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in his/her Section. Training the Assistant Section Officers working under him/her is one of his/her principal functions. He/She himself/herself under take to deal with the more difficult or important papers. He/She is not expected to express his/her views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He/She should maintain a discipline in his/her Sections.	
5.				The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying, dispatching and indexing.	

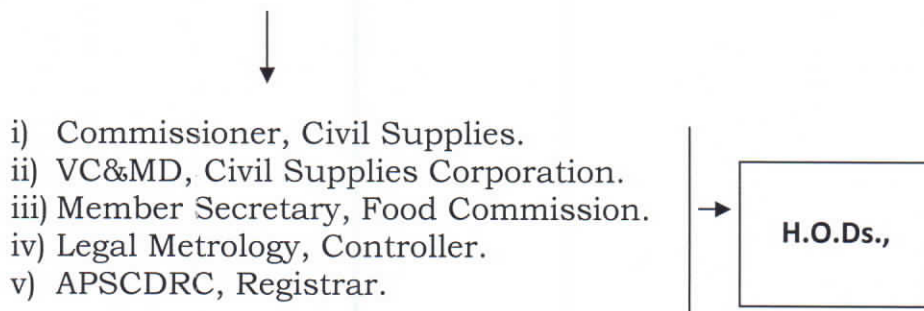
Chapter 4
Procedure followed in Decision making process
[Section 4(1) (b) (iii)]

The procedure involved in Decision making is by way of consulting the specialized Departments in that field like Finance, Public Enterprises, Law & General Administration Department etc., circulate the files to the Ministers concerned through Chief Secretary wherever necessary. The business has to be disposed by the Ex-Officio Secretary to Government on all the matters based on the delegation of powers for such disposal and following the AP Government Business Rules and Secretariat instructions.



ORGANOGRAM:

Secretariat (State Level) (Ex-Officio Secretary to Government/ Ex-Officio Joint Secretary to Government)



Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Sl.No.	Function / Service	
I	The norms for the discharge of functions of each Department are also defined in both Secretariat Office Manual and Business Rules.	
II.	The usual office hours are from 10.00. AM to 5.30 PM.	
III.	The Service delivery time frame for the services rendered by the Department are given below :-	
	Norms/ Standard of performance set	Time Frame
1.	Routine matters	3 DAYS
2.	Other than routine matters	10 DAYS (Ex: Policy decision files)
3.	Reference / Letters from Other Departments	3 DAYS (Ex. U.O. Note and Files)
	Other than Routine matters	7 DAYS (Ex. Policy Decision files)

Chapter-6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1) (b) (v)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
	The rules, regulations, instructions, manuals and records		
	Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.		
1.	Consumer Affairs- Legal Metrology Act,2009		
2.	Civil Supplies- Enforcement of Essential Commodities Act		
3.	Consumer Affairs-The Andhra Pradesh Legal Metrology (Enforcement) Rules, 2011		
4.	Food and Civil Supplies- The Andhra Pradesh Rice Procurement(Levy) Order,1984		
5.	Food and Civil Supplies- The Andhra Pradesh State Public Distribution System Control Order,2008		
6.	Food and Civil Supplies- The Andhra Pradesh Petroleum products (Licensing and Regulation of Supplies) Order,1980		
7.	Food and Civil Supplies- The Andhra Pradesh Exhibition of Price Lists of Goods Order,1966.		
8.	Food and Civil Supplies- The Andhra Pradesh Scheduled Commodities Dealers (Licensing, Storage and Regulation) Order,2016.		
9.	Food and Civil Supplies- The Andhra Pradesh Civil Supplies Gazetted Service Rules		
10.	Food and Civil Supplies- The Andhra Pradesh Legal		

	Metrology Service Rules(Gazetted),1992		
11.	Food and Civil Supplies- The Andhra Pradesh Legal Metrology Subordinate Service Rules(NonGazetted),1980		
12.	Food and Civil Supplies-AP Civil Supplies Non-Gazetted Service Rules		
13.	AP State Food Commission		

Chapter 7
Categories of Documents held by the Public Authority under its Control

[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (MS)		Routine documents are available in this Department and permanent / old documents (Old records) are available with General Administration (CRB) Deptt., for retention. The retention and destruction of records shall be regulated as per Secretariat Office Mannual. G.O.Ms. and Rts are available in www.aponline.gov.in and in www.apegazette.ap.gov.in in view of subjects of CAF&CS Department.
2.	Government Order (RT)		
3.	Memo		
4.	Letter		
5.	U.O. Note		
6.	Office Order (MS)		
7.	Office Order (RT)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8
Arrangement for Consultation with, or Representation by, the
Members of the Public in relation to the Formulation of Policy or
implementation thereof
[Section 4(1)(b)(vii)]

Sl. No.	Function / Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from the rank of Assistant Secretary to Government and above. The Department's staff are not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat Departments in General and Revenue in particular.			

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
The constitution of boards and councils and committees that are relevant to the public is un-common for the Departments in Secretariat including Revenue Department, since the business carried out in Secretariat does not directly deal for public. The policies will be decided and are placed before legislature and after that they take form into Acts. The Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring of works related to public as per the Acts and Rules. The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it does not directly deal with the public.			

Chapter 10
Directory of Officers and Employees
[Section 4 (1) (b) (ix)]

Name of office/ administra tive Unit	Sl. No.	Name of Officer	Designation	Address	Mobile No	Office No. (Code: 0863)	Resi den ce No.	Ext n. No.	Room No.
CA,F & CS Departme nt	1.	Sri H. Arun Kumar, I.A.S.	EX-Officio Secretary to Government	5 th Building Ground floor		2445504	-	-	102
	2.	Smt. Vijaya Suneetha Mannela, I.A.S.	EX-Officio Joint Secretary to Government	-			-	-	-
	3.	Sri P.Gangadharam	Assistant Secretary to Government(I/c)	5 th Building First floor	-	2445654	-	-	231
	4.	Sri L. Sudhakar	Section Officer	--do--	7702577 440	2445214	-	-	-
	5.	Sri B. Ramesh Kumar	Section Officer	--do--	-	2445213	-	-	-
	6.	Smt J. Lavanya	Assistant Section Officer	--do--	-	-	-	-	-
	7.	Sri R. Hari Singh Naik	Assistant Section Officer	--do--	-	-	-	-	-
	8.	Sri Syed Fareed	Office Subordinate	--do--	-	-	-	-	-

Chapter 11
Monthly Remuneration received by Officers and Employees
[Section 4 (1) (b) (x)]

Sl. No.	Name of the Officer	Designation	Pay in (Rs.)
1.	Sri H. Arun Kumar, I.A.S.	EX-Officio Secretary to Government	167200
2.	Smt. Vijaya Suneetha Mannela, I.A.S.	EX-Officio Joint Secretary to Government	112400
3.	Sri P.Gangadharam	Assistant Secretary to Government(I/c)	83000
4.	Sri L. Sudhakar	Section Officer	78820
5.	Sri B. Ramesh Kumar	Section Officer	69020
6.	Smt J. Lavanya	Assistant Section Officer	52600
7.	Sri R. Hari Singh Naik	Assistant Section Officer	44570
8.	Sri Syed Fareed	Office Subordinate	51140

Chapter 12

**Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b) (xi)]**

CHAPTER-13

Section 4 (1) (b) (xii)

&

CHAPTER-14

Section 4 (1) (b) (xiv)

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY REDUCED IN AN ELECTRONIC FORM

This information is available in the budget book for the financial year 2023-24 ,
the website:

<http://www.apfinance.gov.in/budget.html>

CHAPTER-15

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

Whichever information available with the Government in Electronic format has been hosted on the website of (<http://www.aponline.gov.in>). this information can be downloaded by the citizens from this website at free of cost.

In addition to the above, visitors with any problems are welcome between 3 PM TO 5 PM each day to meet any of the designated officials i.e Assistant Secretary and above category officers of Consumer Affairs, Food & Civil Supplies Department in A.P. Secretariat, Velagapudi, Guntur District.

Chapter 16
Particulars of Facilities available to Citizens for Obtaining
Information
[Section 4(1)(b) XV]

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	--	--
News Paper Reports	--	--
Public Announcements	--	--
Information Counter	--	--
Publications	--	--
Office Library	There is no separate Library facilities for Secretariat Dept., including Consumer Affairs, Food & Civil Supplies Department. There is Central Library in Secretariat. The Law and Planning Dept., have separate Libraries which maintain the Acts and Rules of all the Departments and are commonly used by other Department.	
Websites	<u>www.ap.gov.in</u>	Details of all Departments including HODs and a brief on works they carry out along with officials and their phone numbers.
Other Facilities (name)		

Chapter 17

**Various subjects of the Departments allotted to the sections of the
Departments as below:
[Section 4 (1) (b) (xvii)]**

Sl. No.	Name of the Section	A.S.O	Subject Allotted
1	Civil Supplies- I	A.S.O-I	All matters relating to the Commissioner of Civil Supplies and State Civil Supplies Corporation Ltd.
		A.S.O-II	Matters of OP, General and Assembly /Council.
2	Civil Supplies-II	A.S.O-I	All matters relating to Legal Metrology and State Consumer Disputes Redressal Commission
		A.S.O-II	Matters relating to ACB and Vigilance Cases